



## On Line Re-certification of EMS Personnel

### 1. General

1.1. This document describes the process for Certified Emergency Medical Service responders to re-new their certifications on-line, i.e. electronically. The goals of providing on-line certification renewal are to provide a faster, more efficient method of updating certifications while maintaining the integrity of the EMS system in Indiana. Similar processes are already in place for the Indiana Professional Licensing Board that licenses over 50 professions including nurses, physicians, and radiological technicians in Indiana. Other states have initiated on-line certification renewal programs including Florida and Texas, as does the National Registry of EMTs.

1.2. EMS rules make it clear that the certificate holder is responsible for maintaining their certification(s). Currently the on-line certification renewal process does not provide for agencies to submit in-service and update certifications on behalf of affiliated personnel. Certifications eligible for on-line renewal include:

- First Responder
- Emergency Medical Technician - Basic
- Emergency Medical Technician – Basic/Advanced
- Emergency Medical Technician - Intermediate
- Emergency Medical Technician – Paramedic
- Primary Instructor
- Emergency Vehicle Operator
- Emergency Vehicle Operator – Instructor

1.3. Other certifications may be made available for on-line recertification in the future.

## 2. Collection/Documentation of EMS Continuing Education Hours

2.1. The process of documenting continuing education hours has not changed. The certificate holder should use the forms currently approved by the EMS Commission, and are still required to obtain original signatures from their instructors, medical directors, training officers, and CEOs **prior** to attempting on-line certification renewal. All approved forms are available via: <http://www.in.gov/dhs>

## 3. On Line Submission of In-Service Hours

### 3.1. Acadis Portal

3.1.1. ***To renew a certification on-line, certificate holders must first obtain an IDHS Certification Portal account.*** The portal will allow access to the Acadis Database where the individual's personal information and training records are stored. [Acadis Portal](#)

3.1.2. Creating an account on the Portal will require applicants to have a Public Safety Identification Number (PSID) number, last name and valid e-mail address (only one e-mail address per portal account is accepted); and answer a series of security questions to confirm the person's identity. The use of this portal will allow account holders to update their personal information.

## 4. Renewing a Certificate

4.1. After obtaining access to the IDHS Portal, users may log in and renew any eligible certifications. Detailed instructions can be found on the IDHS web site or portal home page.

4.2. Eligible certificates will be available for electronic renewal beginning 90 calendar days in advance of the certification's expiration date.

4.3. Individuals who hold multiple certifications must renew each certificate separately (i.e. Paramedics must renew BOTH their EMT-B and EMT-P certificates separately).

## 5. Affirmation of Continuing Education/Criminal History

- 5.1. As a condition of on-line certification renewal, the user must affirm they have completed all continuing education requirements, obtained all necessary signatures as required on the Continuing Education Form, and that they have not been charged with any criminal offenses other than a minor traffic violation as an adult since their last certification renewal.
- 5.2. If a certificate holder has been charged with a crime other than a minor traffic violation, the certificate(s) cannot be renewed on-line. The continuing education documentation must be sent to the IDHS Certification Section for processing as outlined in Section 7 below.

## 6. Audits

- 6.1. A pre-determined percentage of the certifications scheduled to be renewed each quarter will be audited. The audit will be random and the number of audits done may be adjusted as needed.
- 6.2. If a certificate holder submits their in-service electronically and is selected for audit, the certificate holder will receive a message indicating their certificate is **NOT** renewed. They will be instructed to submit their in-service documentation to IDHS either in person, or postmarked within three business days of the electronic re-certification attempt. Failure to submit continuing education documentation to IDHS within the specified time frame may be subject the applicant to sanctions; or may be considered a late submission.
- 6.3. Certificate holders who attempt to renew a certificate without the required in-service hours or signatures, will be considered in violation of IC 16-31-3-14(1) and will be subject to sanctions including revocation of the certificate in accordance to IC 16-31-3-14 (4).

## **7. Submission of In-Service Documentation**

7.1. In-Service documentation can be submitted in person or via postal service (certified mail is recommended). Mail must be post-marked by 11:59 PM on the first day of the month of expiration to be considered submitted on time. Mailed Continuing Education forms should be addressed to:

Indiana Department of Homeland Security  
EMS - Certifications, E239, IGC-S  
302 W. Washington Street  
Indianapolis, IN 46204-2739

## **8. Retention of Continuing Education Documents**

8.1. With on-line renewal, IDHS will no longer maintain continuing education documents. Certification holders are urged to retain their documents for seven years in the event the documents are needed for future audits by IDHS.